

LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Children's Services (DCS) & Department of Human Services (DHS)
Principal Use Office/Warehouse/Other	Professional Office
Employee Headcount at Premises	DCS <u>25</u> DHS <u>24</u>
Transaction Number	DCS TR. 14-10-908 (bid together with DHS) DHS TR. 14-10-909 (bid together with DCS)

	Desired	Alternates Accepted
Service Area and Boundary Requirements	<p>DCS and DHS operations shall exist in contiguous space within Carter County.</p> <p>DCS: Preference that location should be near related government agencies, schools, courts, public transportation lines, if available in the area. Location cannot be within 1,000 feet of Department of Correction facilities where perpetrators have access to children.</p>	NO
Parking Requirements	<p><u>Minimum Vehicle Spaces Requested</u></p> <p>Free paved, well lighted, striped parking . The parking provided shall include handicap parking to meet the relevant code requirements and special considerations below.</p> <p>DCS <u>25</u> Employee <u>10</u> Client = Total required <u>35</u> DHS <u>24</u> Employee <u>20</u> Client = Total required <u>44</u></p> <p>DCS PARKING - Special considerations:</p> <ul style="list-style-type: none"> - Staff parking area must be safe, secure with direct access to building. The entirety of staff parking to be gated or fenced, well lit, and access secured by card, fob, code, or otherwise. - 6' minimum height, chain link fence w/ visual screening material. Electronic gate entry, landlord to provide electronic wiring and power for tenant provided card reader system (Beacon security vendor will provide and install card reader via State contract w DGS). 	

Usable & Rentable Contiguous Square Footage	<p>DCS: USF <u>5,200 – 5,800</u> / estimated RSF <u>5,800 – 6,400</u> DHS: USF <u>5,600 – 6,200</u> / estimated RSF <u>6,200 – 6,800</u></p> <p>The State intends contiguous square footage to be</p> <ul style="list-style-type: none"> • Usable square footage does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules. • Proposals with square footages having a <u>10%</u> deviation up will not be considered an alternate. The actual square footage required will be determined by programming and space planning. 	
Special Buildout and Other Specifications	<ul style="list-style-type: none"> • Turnkey buildout in accordance with Schedule 1, Schedule 2, Schedule 3, Schedule 4 and Pro Forma Pre-Bid Lease including, Exhibit D for each agency. Adherence to zone separation of each Agency is necessary. • All State leased offices are required to obtain State Fire Marshall Office approval or waiver • Building must include 24 hour access, appropriate HVAC, and other applicable building mechanics as appropriate for business operation. • Separate restrooms for clients and staff • Separate entrances for clients and staff • Fenced parking for DCS staff, however, may include DHS staff parking as well. 	
Term Length	Five (5) years with two (2) 1 year renewal options.	Yes
Commencement Date	On or before April 1, 2019 in accordance with Lease, Exhibit A, Paragraphs 19 & 20.	
Termination Options	<p>Termination for Convenience: 90 day per Block 6 of Lease.</p> <p>Termination for Cause: see Lease - Exhibit A, Paragraph 5.</p>	
Terms and Conditions	<p>As set forth in State of Tennessee Pro Forma Lease. A copy of the Pro Forma Lease document can be found at www.tnrfp.com https://www.tn.gov/generalservices/real-estate-/lease-management/lease-proposal-requests--lprs-.html underneath “Standard Forms” at “Lease Template”</p> <p>Comments to the Lease Template is required with submission of the Lease Proposal Quotation Form.</p>	

Utility, Services and Other Costs	Preference is for FULL SERVICE Gross lease with no pass throughs; however, Proposal may be quoted as FULL SERVICE or MODIFIED GROSS with Tenant paying Utilities and/or Janitorial. Utilities must be separately metered for Modified Gross consideration.	YES
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Communications:

Interested parties must direct all communications regarding this procurement to the leasing coordinator the State's official point of contact. Email is the preferred form of communication.

Name: Brannon Butler, Leasing Coordinator

Phone Number: (615) 354-3448

Email: rfp.coordinator@tn.gov

The completed "Lease Proposal Form" aka Lease Proposal Quotation Form must be submitted as follows no later than Thursday, February 22, 2018 by 2:00 p.m. (Central time).

Submittals must be received via either:

Email: RFP.Coordinator@tn.gov

(It is recommended that any email submission be sent 'returned receipt requested' and confirm email is received)

And/Or

Printed copy to:

Department of General Services/STREAM

Attn: Nickie Smith Herren, Procurement Officer

William R. Snodgrass Tennessee Tower 3rd Floor

312 Rosa L. Parks Avenue, Nashville, TN 37243

Phone: 615-428-9840 or 615-532-7475

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal Evaluation Method, by using the following link:

https://www.tn.gov/content/dam/tn/generalservices/documents/stream/leasing/Section_IV-STREAM_LeaseProposalPackage-Evaluation_Method.pdf

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

Protest Process:

Any protests or appeals of protest pursuant to this Proposal Request or the Notice of Intent to Award shall be handled in accordance with the SBC By laws, Policy and Procedure Item 18.

PROJECT SPECIFIC REQUIREMENTS

The space must be professional office use and capable of meeting all of the requirements of the agency, including geographic location, square footage, parking and any special requirements identified below and in the Schedules applicable to each Agency.

Landlord furnishes window blinds for all outside windows.

See also Pre-bid draft lease Exhibit D for General Specifications and Interior Design Standards.

Attached separately for each Agency (DCS, DHS, DOS):

Schedule 1: Space Needs Analysis

Schedule 2: Concept Study (example floor plan)

Schedule 3: Preliminary Zone Placement Summary Sheet

Schedule 4: Fixed Window Elevation

DCS Project Specific Requiements:

DCS PARKING - Special considerations:

- Staff parking area must be safe, secure with direct access to building. The entirety of staff parking to be gated or fenced, well lit, and access secured by card, fob, code, or otherwise.
- 6' minimum height, chain link fence w/ visual screening material. Electronic gate entry, landlord to provide electronic wiring and power for tenant provided card reader system (Beacon security vendor will provide and install card reader via State contract w DGS).

DCS - SCHEDULE 1 SPACE NEEDS ANALYSIS

8/29/2017

Space Needs Analysis Report

SNA Number: 35910-10-01

Agency: DCS Carter County

Description: Elizabethton, TN

Prepared by: FMG

Checked by:

Personnel Total: 25 SNA Date: 8/29/2017

Type	Standard	Description	Wall	Area	Count
P	00000	Case Managers	None	0	22
Mobile. Space included in Free Address area. Positions will use Free Address area when in office.					
P	00000	Foster Home Support	None	0	2
Mobile. Space included in Free Address area. Positions will use Free Address area when in office.					
P	02942	Secretary	O	51	1
Front Desk Receptionist.					
S	BR	Break Room	H	150	1
With base cabinets, wall cabinets, countertop and sink. Lessor to provide a minimum of 4 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied coffee maker, microwave, refrigerator and possible vending machine.					
S	CR	Conference Room	H	400	1
Seating for 25.					
S	CSR	Children's Storage Room	H	120	1
S	DR	Drug Testing Room	H	100	1
With water closet, countertop and sink.					
S	E	Enclave	H	120	1
S	FAH	Free Address Hoteling	O	25	4
Quiet.					
S	FAH	Free Address Hoteling	O	49	2
Quiet. Glass Cubes.					
S	FAH	Free Address Hoteling	H	120	1
Quiet.					
S	FAH	Free Address Hoteling	O	30	8
Collaborative.					
S	FATA	Free Address Table Area	O	100	1
Collaborative.					
S	FMA	Fax Machine Area	O	5	1
S	FR	File Room	H	260	1
S	MA	Mail Area	O	36	1

Space Needs Analysis Report v1.0 (Archibus)

8/29/2017

Page:

1

S	MFP	Multi-Function Printer	O	50	1
S	MPR	Multi-Purpose Room	H	120	2
S	PL	Personal Lockers	O	64	1
Space for 4 - Locker Units. Each unit will contain 6 individual lockers. Centrally located where needed. For use by free address staff.					
S	SCR	Small Conference Room	H	250	1
Seating for 15.					
S	SR	Supply Room	H	100	1
S	SS	Supplemental Space	O	192	1
Space for 24 - Lateral File Cabinets located in wide hallways. Used by Free Address staff.					
S	TC	Telecom. Closet	H	48	1
For telephone and computer equipment. Room must be temperature controlled.					
S	VR	Visitation Room	HA	180	2
S	VR	Viewing Room	H	70	1
With one - way glass and miniblinds for viewing into visitation rooms.					
S	WR	Waiting Room	HA	240	1
Seating for 12. With transaction countertop and locking sliding pass-through window to secretary. Will need direct access to client restrooms.					
Client and staff restrooms will be separate and will not share the same plumbing wall.					

Comment:

AWS project. Report created from information supplied and approved by Claire.

Major Circulation: 30% 1,201
Total Area Needed: 4,002
GRAND TOTAL: 5,203

SNA Number: 35910-10-01

Suggested Range	Min	Max
Usable	5,200	5,800
Rentable	5,800	6,400

DCS - SCHEDULE 2

CONCEPT STUDY (floor plan showing zoning needs)



DCS - SCHEDULE 3

DCS PRELIMINARY ZONE PLACEMENT SUMMARY SHEET

(Subject to revision in final plan approved by State design team)

DCS Carter County Interior Summary Sheet

Staff Counts

Case Managers (Mobile – Free Address when in office) – 22

Foster Home Support (Mobile – Free Address when in office) – 2

Front Desk Receptionist (Assigned) - 1

Zone One (Public Zone) – refer to sample plan for zone locations

Hard Wall Spaces

1. Waiting Room (240sf) – seating for 12 people
2. Accessible Public Restrooms – 2 (One Men's; One Women's)

(Front Desk Receptionist Window opens to Zone One; secure access to other zones from here)

Zone Two (Intermediate Zone) – refer to sample plan for zone locations

Hard Wall Spaces

1. Drug Testing Restroom (100sf) - 1
2. Visitation Rooms (180sf) – 2
3. Viewing Room (70sf) – 1 (with (2) one-way glass windows and light switch in room)
4. Multi-purpose Rooms (120sf) - 2
5. Conference Room (400sf) (seating 25 people) - 1
6. Conference Room (250sf) (seating 15 people) - 1
7. Children's Storage Room (120sf) - 1

(Secure corridor required in this zone)

Zone Three (Staff Zone) – refer to sample plan for zone locations

Hard Wall Spaces

1. Free Address Office (120sf) - 1
2. Enclaves (120sf) - 1
3. File Storage Room (260sf)
4. Break Room (150sf)
5. Supply Storage Room (100sf)
6. Telecom Room (48sf)
7. Accessible Staff Restrooms

Open Office (systems furniture provided by Tenant)

1. Assigned Workstation (49sf) - 1
Front Desk Receptionist
2. Quiet Free Address Workstations – 6 total
Workstation (25sf*) - 4
Workstation (49sf*) - 2
3. Collaborative Free Address Workstations – 8 total
Workstation (30sf*) - 8
4. Collaborative Open Area (100sf*) – 1
Enclave table with 4 chairs
5. Fax Machine Area (5sf) - 1
6. Mail Area (36sf) - 1
7. Print Area (50sf) - 1
8. Locker Units (64sf) - 4
9. File Cabinets in Open Area (192sf) – 24 cabinets

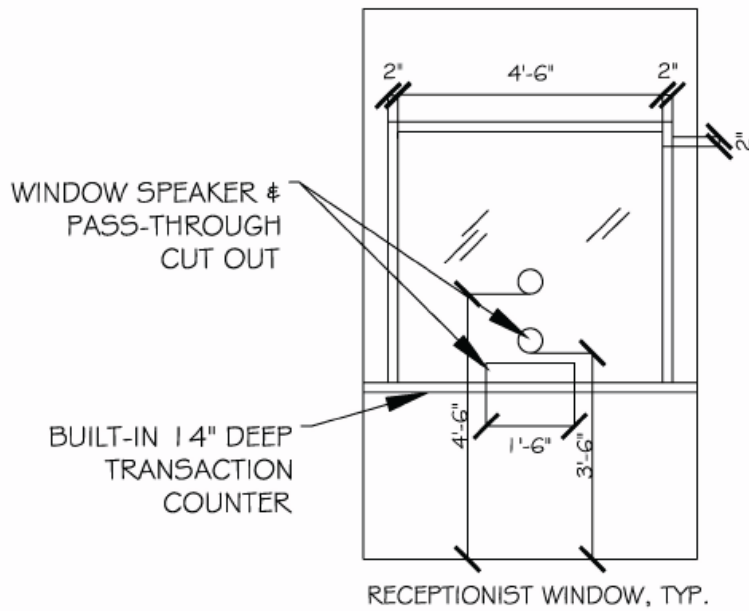
*See Workstation Legend below

Workstation Legend	
25sf Quiet Or Collaborative^	Pin Wheels, 24x60 Hoteling
30sf Quiet Or Collaborative^	30x72 Hoteling
49sf Quiet Or Assigned	Full Size Stations, Glass Front cubicle
Collaborative Open Area	Enclave table with 4 chairs, Tablet arm lounge chairs, Worksurface on top of storage with 4 stools

^Quiet or Collaborative function determined by panel height

DCS - SCHEDULE 4

DCS Fixed Window Sample Elevation



DETAIL: RECEPTIONIST WINDOW, TYP.

SCALE: 1/2" = 1'-0"

DCS AND DHS TRANSACTION WINDOW

DCS AND DHS TRANSACTION WINDOW

NOT FOR CONSTRUCTION
**NOTE: This space plan, including furniture layout, has been developed based on programming information and input from the State of Tennessee and is considered to be the design intent. The Architect of Record will utilize this information to develop complete construction documents, in compliance with applicable codes and regulations.

STATE OF TENNESSEE
DEPT. OF GENERAL SERVICES
STREAM
WRS Tennessee Tower, 24th
312 Ross L. Parks Ave
Nashville, Tennessee 37243

DHS - SCHEDULE 1 Space Needs Analysis

3/22/2017

Space Needs Analysis Report

SNA Number: 34501-10-01

Agency: DHS Carter County

Description: Elizabethton, TN

Prepared by: FMG

Checked by:

Personnel Total: 24 SNA Date: 3/22/2017

Type	Standard	Description	Wall	Area	Count	
P	02942	Secretary	O	51	2	→ Zone 1&2 Access to Public and Secured Staff Zones
P	02943	Admin. Secretary	O	51	1	
P	06110	APS Clerk	O	51	1	
P	06115	Eligibility Clerk	O	51	1	
P	06116	Eligibility Assistant	O	51	1	
P	79632	APS Counselor	O	51	1	
P	79672	Eligibility Counselor 2	O	51	14	
P	79681	Field Supervisor 1	O	51	2	
P	79841	FMD 1	H	120	1	
In office 25% to 49% of time.						
S	BR	Break Room	H	180	1	
With base and wall cabinets, countertop with sink.						
S	CR	Conference Room	HA	370	2	
Seating for 23 in each room.						
S	FR	File Room	H	270	1	
S	FS	Form/Storage	O	110	1	
Office supplies and form storage.						
S	IR	Interview Room	H	120	1	→ Zone 1&2 - Shared
Enclave.						
S	MA	Mail Area	O	30	1	
S	MFP	Multi- Function Printer	O	50	3	
S	SB	Shredder Bin	O	6	1	
S	SS	Supplemental Space	O	176	1	
Includes space for 22 - Lateral File Cabinets that will be located in wide hallways close to staff who will use them.						
S	TC	Telecom. Closet	H	48	1	
For telephone and computer equipment. Room must be temperature controlled.						
S	WR	Waiting Room	HA	440	1	→ Zone 1 - Public

With transaction countertops and locking sliding pass-through windows to secretaries. Will need direct access to single stall client mens restroom and single stall client womens restroom. Client and staff restrooms will be separate and will not share the same plumbing wall.

Comment:

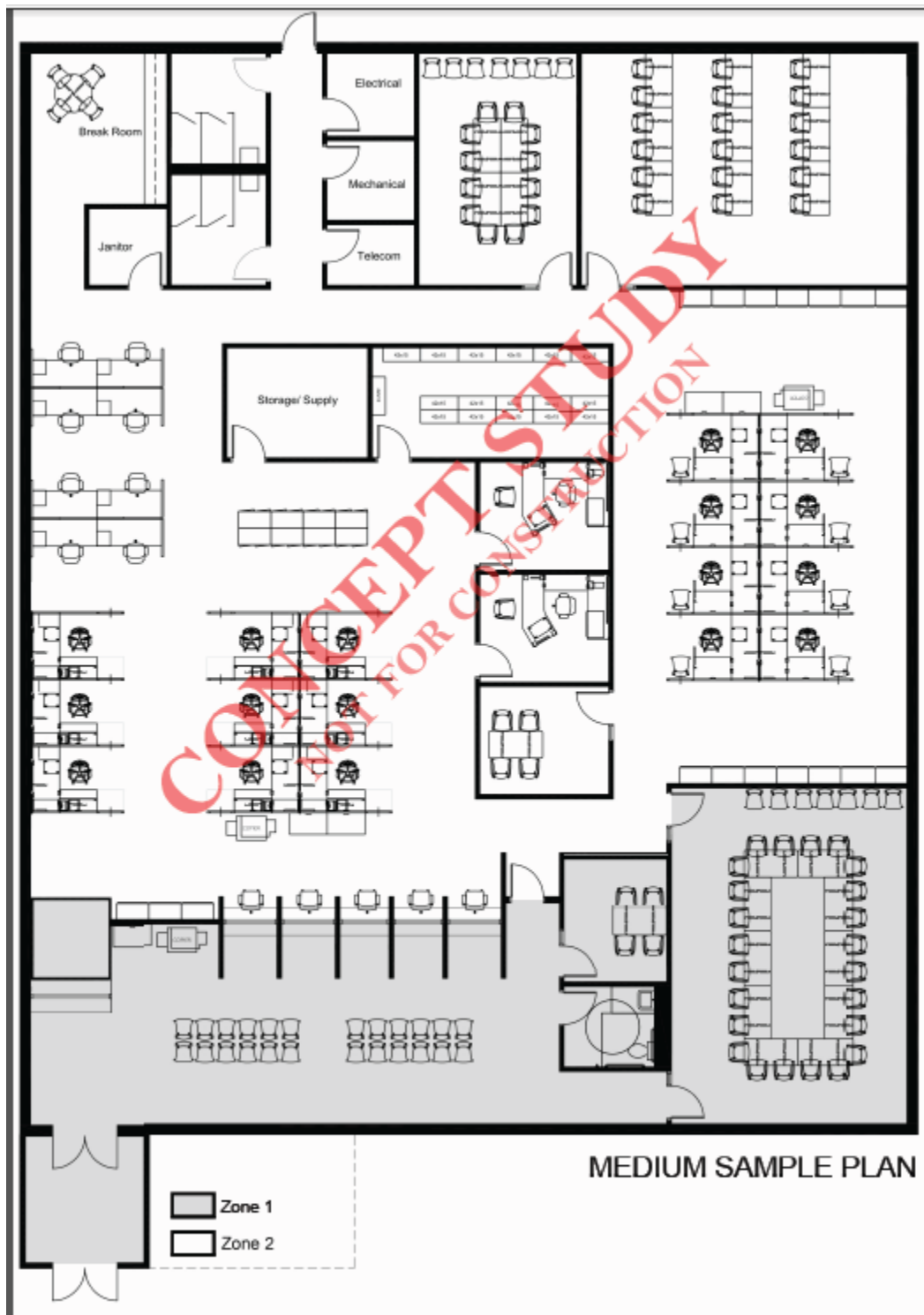
Major Circulation: 30% 1,301
Total Area Needed: 4,338
GRAND TOTAL: 5,639

SNA Number: 34501-10-01

Suggested Range:	Min.	Max.
Usable:	5,600	6,200
Rentable:	6,200	6,800

DHS – SCHEDULE 2

Concept Plan – Not to be used for construction



DHS - SCHEDULE 3

DHS PRELIMINARY ZONE PLACEMENT SUMMARY SHEET (Subject to revision in final plan approved by State design team)

Zone 1 - Public

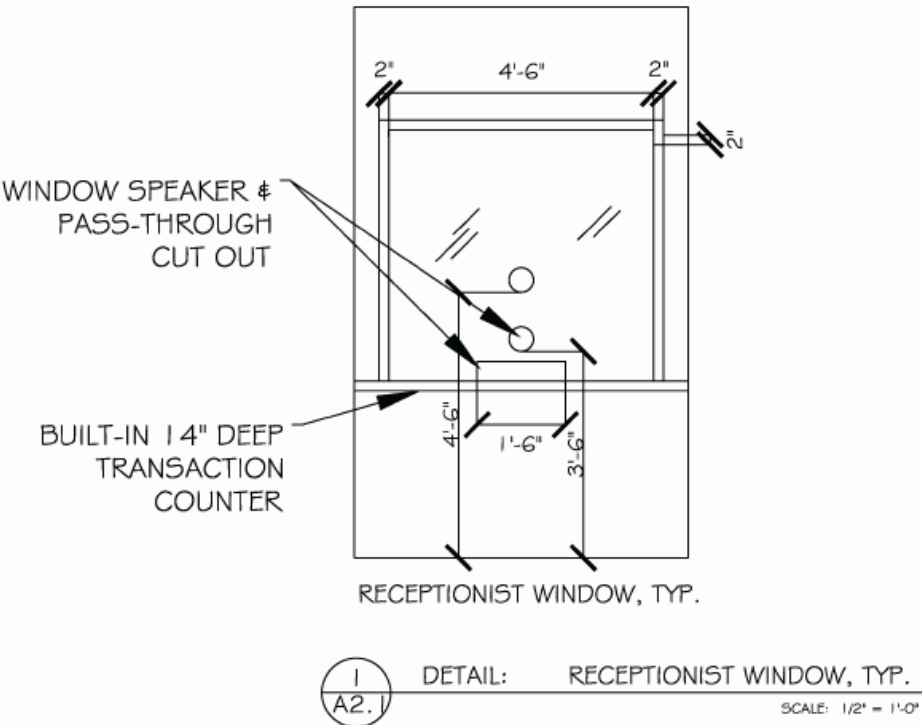
- Waiting Room
- Client Restrooms
- Two Secretary/Admin – Access to Zone 1 & 3

Zone 2 - Shared Client/Secured Staff

- One Shared Conference Room
- Interview Room
- Admin/Sec – Shared space with Zone 1, but secured access in Zone 2
- All other DHS Space not specifically addressed

DHS – SCHEDULE 4

DCS/DHS Transaction Window Specifications



DCS AND DHS TRANSACTION WINDOW

DCS AND DHS TRANSACTION WINDOW

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